

US EPA Region 8 Resource Conservation Funds 2006: Requests for Proposals

Agency: U.S. Environmental Protection Agency, Region 8

Title: Region 8 Resource Conservation Grant Program (FY06)

Announcement Type: Request for Proposals - Initial Announcement for Fiscal Year 2006

Funding Opportunity Number: EPA-R8-2006-004

Catalog of Federal Domestic Assistance (CFDA) Number:
66.808 Solid Waste Management Assistance

Summary: The U.S. Environmental Protection Agency Region 8 is soliciting proposals to fund projects that address solid waste reduction, recycling, and management, priority chemical reduction, and waste tires management and recycling issues at the local, State, regional and/or national levels. Funds will be awarded for carrying out projects that serve the following states: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming and/or the lands in Indian Country belonging to the 27 federally recognized tribes which fall under EPA Region 8's geographic area.

The goal of the program is to promote solid waste reduction and recycling projects that:

- increase the national recycling rate from 30% to 35% by 2008,
- reduce and recycle industrial byproducts (especially coal combustion byproducts and foundry sand)
- reduce and recycle construction and demolition debris,
- reduce the amount of priority chemicals found in waste streams,
- reduce the amount of electronic waste going to landfills and/or incinerators, and
- reuse and recycle waste tires.

Dates: The closing date and time for receipt of proposals is May 10, 2006, 5:00 p.m. MST. Proposals submitted in hard copy (paper) must be received by EPA by 5:00 p.m. May 10, 2006 to receive consideration. Proposals submitted through grants.gov must be received by grants.gov no later than May 10 2006, 5:00 p.m. MST.

Final applications will be accepted only from those eligible entities whose proposal has been successfully evaluated and selected to submit a final application. EPA expects to notify applicants whose proposals have been selected to submit a final application not later than May 25, 2006. Those applicants who are invited to submit final applications will be notified of the closing date and time.

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FULL TEXT ANNOUNCEMENT

I. Funding Opportunity Description

The aim of this funding is to support innovative projects that can be reproduced throughout the Region and promote waste reduction and recycling with the goal of fostering positive change. Projects may include training, public education materials and programs, studies, surveys, and demonstrations. Demonstrations must involve new or experimental technologies, methods, or approaches. A project that is carried out through a routine or established practice is not a demonstration.

Funds will be awarded for carrying out projects that serve the following states: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming and/or the lands in Indian Country belonging to the 27 federally recognized tribes which fall under EPA Region 8's geographic area. This funding, awarded under the authority of Section 8001 of the Resource Conservation and Recovery Act ("RCRA"), 42 U.S.C. § 6981, supports EPA's strategic goal of land preservation and restoration. Applicants should review the evaluation criteria in Section V. of this solicitation. This funding opportunity supports progress towards EPA's Strategic Plan through sub-objective 3.1.1: reduce waste generation and increase recycling; and sub-objectives 5.2.1 and 5.2.2: Prevent Pollution and Promote Environmental Stewardship by Government, Public and Business. For more information visit: <http://www.epa.gov/ocfo/plan/2003sp.pdf>.

Region 8 - Resource Conservation Funds Program Priorities

EPA Region 8 is soliciting proposals for grants that address solid waste reduction, recycling, and management issues including EPA's thirty-one priority chemicals, at the local, State, regional and/or national levels. These priorities reflect the national priorities of EPA's Resource Conservation Challenge (RCC) (<http://www.epa.gov/rcc>).

Specifically, EPA Region 8 seeks to fund proposals that:

- (1) Reduce the generation and disposal of one or more of the following materials and waste streams through reuse, recycling, composting, market development or product stewardship:
 - (a) Municipal solid waste (especially packaging and containers, and food and yard waste);
 - (b) EPA's 31 priority chemicals;
 - (c) Industrial byproducts (specifically coal combustion byproducts and foundry sand);
 - (d) Construction and demolition debris;
 - (e) Electronics
 - (f) Waste Tires

- (2) Provide education and outreach, technical assistance, on new waste management technologies, and/or regulatory compliance, and/or market development for recycled materials.

Environmental Results: Outputs/Outcomes

Pursuant to EPA Order 5700.7, "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant and cooperative agreement recipients adequately address environmental outputs and outcomes. EPA, in negotiating an assistance agreement work plan after an award under this competition, will ensure that the work plan contains well-defined outputs, and, to the maximum extent practicable, well-defined outcomes.

Outcomes. The expected outcomes of the awards to be made under this announcement may include but are not limited to: initiation or increase in: pounds of municipal solid waste reduced or recycled; pounds of Greenhouse gases (GHG) reduced and BTUs of energy saved or recovered; tons of industrial byproducts beneficially used; and pounds of priority chemicals reduced/removed from waste streams.

Outputs. The anticipated outputs for the projects to be awarded under this announcement include, but are not limited to measurable increases in the number of: educational and outreach materials produced and distributed promoting one of the above mentioned priorities; additional organizations that commit to offer recycling to their customers; additional industries that beneficially use industrial byproducts; and technical assistance workshops conducted to share industrial material recycling or priority chemical reduction processes and technologies.

II. Award Information

Funding for awards under this announcement is uncertain at this time. Individual awards will be based on the needs of the project and the availability of funds. Total funding available is not expected to exceed \$100,000.00. Region 8 expects to fund 2-5 projects ranging from \$15,000.00 to \$50,000.00 per project.

Assistance may be made available through a grant or a cooperative agreement. Grants have minimal EPA oversight. A cooperative agreement will be used only if a selected project requires substantial involvement, participation or collaboration between EPA Region 8 and the recipient during the performance of the project work plan. If applicable, EPA involvement will be formally documented in the work plan or a condition will be added in the award agreement. EPA Region 8 will monitor the recipient's performance on both grants and cooperative agreements to ensure accountability of Federal funding, outcomes, and environmental results.

All projects should have an anticipated start date of October 1, 2006. All projects must be completed within the negotiated project performance period, normally 12 to 24 months. Performance periods will not exceed two years.

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA Region 8 reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If partial funding is to be awarded to a proposal, EPA Region 8 will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

Should additional funding become available for awards under this announcement, EPA reserves the right to make additional awards up to four months from the date of the original selection decisions, consistent with its competition policy.

III. Eligibility Information

Eligible Applicants

Proposals will be accepted from States, Indian Tribes, interstate, intrastate and local government agencies and instrumentalities; and non-profit organizations (including those deemed similar to commercial concerns under Attachment C of OMB Circular A-122), educational institutions, and hospitals. For-profit organizations and individuals who are applying on behalf of for profit organizations are not eligible.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

An applicant may submit more than one proposal if the proposals are for different projects.

No matching funds are required.

Prohibited Use of Funds

Funds awarded for projects under this announcement may not be used:

- (1) To purchase capital equipment; fund construction or construction planning.
- (2) To conduct scientific research and other ineligible costs outlined in 40 CFR Parts 30 and 31, and applicable OMB Circulars.

Other Threshold Eligibility Criteria

To be eligible for funding consideration under this announcement, applicants and proposals must meet all of the following threshold criteria by May 10, 2006. Only those applicants and proposals that meet all these factors by this date will be evaluated against the ranking factors in Section V. Applicants or proposals that do not meet all of these factors will not be further considered for funding and the applicant will be notified that their proposal was deemed ineligible based on the threshold criteria. The threshold criteria are as follows:

1. Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement.
2. Proposed projects must address one or more of the Region 8 funding priorities listed in Section I of this announcement.
3. Proposed projects must benefit one or more of the states in the Region 8 geographic area of Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.
4. The applicant must be an eligible entity.
5. The activities proposed must be eligible for funding.

IV. Application and Submission Information

A. Content and Form of Proposal

Proposals, regardless of mode of submission, must comply with the following specifications:

- ✓ Use 8 ½ x 11 inch paper.
- ✓ Use no less than 1 inch vertical and horizontal margins.
- ✓ Use no smaller than 10 point font.
- ✓ The hard copy should be double-sided if possible, to reduce waste.
- ✓ Do not use covers, binders or folders.

Step 1 – Submit proposal: Proposals must be limited to 8 pages—one page equals one side of paper. Materials submitted beyond the 8 page limit will not be considered. Letters of support are attachments and are not included in the page limit. The proposal, prepared as described below, must provide EPA with a profile of the applicant, the purpose of your project, a brief explanation of how you plan to accomplish your project, measure results and, an estimate of the time and money needed to complete your project, and address all of the factors in Section V.

Proposal Format and Content– 8 page limit

1. Applicant's name, primary contacts, address, phone and fax numbers, and e-mail (if available).
2. Programmatic Capability. Brief background information about the applicant. Background should focus on experience related to the project proposal and grant management abilities. Applicants must discuss their:
 - Past performance in successfully managing and performing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years;
 - History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations performed within the last 3 years and submitting acceptable final technical reports under these agreements
 - Organizational experience and plan for timely and successfully achieving the objectives of the project;
 - Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.

- In evaluating applicants for programmatic capability purposes, EPA will consider information provided by the applicant in the proposal and may consider information from other sources including agency files and prior grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no past performance and/or reporting history should indicate this.
3. Environmental Results Past Performance. Applicants must describe how they documented and/or reported on whether they were making progress towards achieving the expected results (e.g., outputs and outcomes) under federal agency assistance agreements performed within the last 3 years (no more than 5 such agreements). If progress was not being made, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicant with no past performance reporting history should indicate this.
 4. Summary of the project. The summary should describe the purpose of the project, how it will be implemented, and how the project relates to Region 8 priorities.
 5. Project goals and objectives:
 - What will the project achieve?
 - What will the project impact be?
 - Whom will the project benefit?
 - How do you plan to determine the project's effectiveness?
 - How will project results be measured and how will that relate to environmental improvements, specifically outputs and/or outcomes?
 6. Project timeline. Provide an overall schedule or time line for completing the proposed project. All projects must be completed within the negotiated project performance period, which is normally 12-24 months.
 7. Detailed budget estimate. The detailed budget estimate should clearly explain how funds will be used for personnel, contracts, travel, supplies, non-EPA project funding, administrative costs, and any indirect costs.

Step 2 - EPA Notifies Applicants Selected to Submit Full Applications: EPA will review the proposals and expects to make final selections by **May 25, 2006**. Applicants chosen for funding will be asked to negotiate a final work plan with EPA and to complete a federal application for assistance. Further submission instructions will be provided at that time.

Final applications will be accepted only from those eligible entities whose proposal has been successfully evaluated and selected to submit a final application. **Do not include these documents with the proposal.**

B. Submission of Proposals

Eligible entities may choose to submit proposals, as described above, either in hard copy (paper) format, or electronically through Grants.gov, the central Federal electronic portal

for applying for grant opportunities. Application instructions for all methods are detailed below.

As discussed below, an applicant may submit a proposal in hard copy by postal mail or commercial delivery service, or electronically through Grants.gov. Applicants may NOT submit a proposal using both methods.

1. Hard Copy Submissions

Proposal materials, prepared as described in Section IV.A above, may be submitted via mail/commercial delivery service. Proposals must be postmarked (or the equivalent) by May 10, 2006. Proposals postmarked after this due date will not be considered for funding. The original and one copy of your proposal must be submitted to the address below:

Kim Bartels – Resource Conservation Proposals
U.S. Environmental Protection Agency
Region 8, 8P-P3T
999 18th Street, Suite 300
Denver, CO 80202

2. Electronic Submissions Thru Grants.gov

Proposals can be submitted electronically via the web site <http://www.grants.gov> and must be received by grants.gov by 5:00 p.m. mountain time on May 10, 2006. Those received after that will not be considered. The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R8-2006-004, or the CFDA number 66.808 in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

Proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to download and read the additional instructions for applying electronically under this announcement at the grants.gov web site and included as Attachment 1.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

Requirement for DUNS number: All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at <http://www.dnb.com>.

Confidential Business Information: In accordance with 40 CFR 2.203 applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure.

Proposal Communications and Assistance: In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. EPA Region 8 will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Applicants are responsible for the contents of their applications.

V. Application Review Information

Each eligible proposal that meets the threshold eligibility factors in Section III will be reviewed and ranked by a panel of EPA staff based on the evaluation criteria listed below, using the corresponding point values listed. Please make sure that your proposal addresses each criterion. The maximum score is 100 points. The review panel will submit its recommendations for finalists to the Regional selection official who, in making the final selection decisions, will consider the review panel rankings and recommendations and in addition may consider the following factors: 1) the geographic distribution of funds and 2) the distribution across priority funding categories (see Section I). Selected finalists will be asked to submit a full application to EPA Region 8.

Evaluation Criteria

Proposals will be evaluated and ranked by EPA using the following criteria:

1. Project Description (15 points)

- The extent and quality to which the proposal presents a clear description of priority environmental problems or environmental significance of the issues which the project will address.
- Whether the goals and tasks are clear and concise?
- Whether the tasks, budget, and timeline are realistic?

2. Project Objectives/Goals (15 points)

- The extent and quality to which the project addresses one or more of the EPA Region 8 priorities listed in Section I?
- Whether the proposal specifies realistic goals and objectives that deal with the environmental problems or issues identified?

3. Project Benefits (30 points)

- Whether the project includes a well-conceived strategy to achieve goals and objectives?
- Whether the project will be sustainable, i.e., maintained into the future without additional EPA grants?
- Whether the project takes a creative, innovative approach and/or implements successful models from other areas?
- Will partnerships be formed as a result of the project?
- The extent to which the project deliverables will be transferable or useful to others?
- Whether the project includes an effective communication plan for the results?

4. Measurability of Project Results (20 points)

- Whether the project proposal contains clear output and/or outcome measures of success? Measures of success should be either measures of environmental improvement, or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability.
- Whether the project will lead to measurable environmental improvements, e.g., amount of pollution prevented, waste reduced, reused, recycled, or resources conserved?
- Whether the project will lead to the creation of jobs or other economic development?
- The applicant's plan for measuring and tracking its progress towards achieving the expected outcomes/outputs identified in Section I?
- Will measurable results be available within the negotiated performance period?
- Whether the project proposal includes an effective communication plan for reporting the results?

5. Programmatic Capability (10 points)

Refers to the technical capability of an applicant to successfully carry out the proposed project taking into account such factors as the applicant's:

- Past performance in successfully managing and performing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed program performed within the last 3 years..

- History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations performed within the last 3 years and submitting acceptable final technical reports under those agreements.
- Organizational experience and plan for timely and successfully achieving the objectives of the project.
- Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.

In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor

6. Environmental Results Past Performance (10 points)

Applicants will be evaluated based on the extent and quality to which they adequately documented/reported on their progress towards achieving the expected outputs and outcomes under EPA and other Federal agency assistance agreements performed within the last three years or adequately explained why such progress was not being made. In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

VI. Award Administration Information

Award Notices

Following evaluation of proposals, all applicants will be notified regarding their application's status.

1. EPA anticipates notification to *successful* applicant(s) will be made via telephone or electronic mail by **May 25, 2006**. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The applicant must complete the necessary application forms, work plan. Upon satisfactory completion of these elements, the EPA grants officer will send an award notice that is the authorizing document allowing work to begin on the project.
2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by **May 25, 2006**. In either event, the notification will be sent to the person listed as the primary contact for the proposal.

Administrative and National Policy Requirements

- 1) A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
- 2) Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their State Point of Contact for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Not all states require such a review.
- 3) Regulations governing the award administration of this grant program can be found at 40 CFR Part 30 (for institutions of higher learning, hospitals, and non-profit organizations) and 40 CFR Part 31 (for States, Tribes, and local governments). Regulations may be viewed at <http://www.epa.gov/ogd/grants/regulations.html>.
- 4) Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by sending a written request to:

U.S. EPA Region 8
Attn: Grants Management (TMS-G)
999 18th Street, Suite 300
Denver, CO 80202
- 5) Grantees will be required to submit periodic progress reports based on a schedule to be determined by the EPA Project Officer. The progress report should include, at a minimum, a summary of performance progress to date, detailed expenditures to date, problems encountered, successes achieved and lessons learned. The EPA Project Officer may specify other information to be reported. EPA will track this information to monitor the progress of the project. In addition, a final project report is required and the elements of this report will be determined by the EPA Project Officer.
- 6) Non-profit applicants recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

VII. Agency Contacts

Kim Bartels
Phone: (303) 312-6346
Fax: (303) 312-6044
Email: bartels.kim@epa.gov

VIII. Other Information

EPA reserves the right to reject all proposals or applications under this announcement, make no awards, or make fewer awards than anticipated for this competition. The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Attachment 1: Instructions for Grants.gov Electronic Applications

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R8-2006-004, or the CFDA number (66.808) in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

You may access the solicitation on EPA’s web site http://www.epa.gov/region8/community_resources/grants/rfp.html or on the grants.gov web site.

Proposal/Application Submission Deadline: Your organization’s AOR must submit your complete proposal package as described below electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 p.m. mountain time on May 10, 2006.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

For the “proposal submission” phase of this competition, applicants must submit the application materials described below:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Project Proposal

This is the project proposal and must contain the information and meet the proposal format and content requirements specified in Section IV.A of the solicitation.

Proposal Preparation and Submission Instructions

Document I listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files containing the proposal information required by Section IV.A of the announcement and save the document to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the file name should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later

if necessary. Please use the following format when saving your file: “Applicant Name – FY06 R8 RPPG – 1st Submission” or “Applicant Name – FY06 R8 RCFP – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 R8 RCFP – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., R8 RCFP). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov. OR contact Kim Bartels at bartels.kim@epa.gov.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 10 days of the proposal deadline, please contact Kim Bartels, at bartels.kim@epa.gov. Failure to do so may result in your application not being reviewed.